



Sterling Business College Recruitment Agents

We welcome enquiries from prospective recruiters.

Recruiters for Sterling Business College are expected to act in accordance with the [Australian International Education and Training Agent Code of Ethics](#).

Step One: Please respond to the following (you are welcome to copy the text into an email):

- Name of Agency (Company)
- ABN (if registered in Australia)
- Name of the principal business owner?
- Name of the principal business manager?
- Your current URL
- Your current email address
- Your current phone number
- Your current office location(s) – full address please
- Your countries of operation/recruitment
- Sectors you specialise in (eg ELICOS, VET, University)
- Other institutions represented – preferably in Australia
- Proposed recruitment activities with Sterling Business College
- Contact details for 2 referees including email addresses – preferably in Australia

Step Two: Please answer the following questions:

- How and when do you advise prospective students that you receive a fee/commission from Sterling Business College for referring them?
- How do you ensure that your agency does not advise students that they will automatically be accepted into a course?
- How do you inform students that all students who come to Australia on a student visa must have a primary purpose of studying and must undertake full-time study?

Step Three: Please attach evidence of:

- PIER Qualified Education Agent membership (if certified)
- Membership of Professional Associations
- Business Registration documentation

Step Four: Email your expression of interest to principal@sterlingcollege.com

Once we have reviewed your application and obtained advice from your referees, we will contact you to discuss future cooperation.

Many thanks

Janelle Dawson
Principal